

LIBRARY OPERATIONS MANAGER

PURPOSE AND NATURE OF WORK

This is a professional position responsible for the management of daily operations at the Public Library. The incumbent in this position oversees the Reference/Adult Services and Circulation divisions, acquisitions and business office. The position supervises Librarian III and administrative positions which act as division heads, and reports to the Library Director. Assumes Director's duties in the absence of the Library Director.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Serves as system administrator for online library system. Selects and installs hardware and software used. Troubleshoots and repairs, or arranges for repair of, computer equipment. Schedules and performs backups and upgrades. Assigns security levels and passwords for system access. Maintains and troubleshoots Internet connection. Prepares the library's annual budget using input from division heads, and tax revenue information. Conducts weekly meetings with the heads of Reference/Adult Services, Circulation and Acquisitions divisions, and oversees the activities of these divisions, as well as purchasing and budgeting functions. Prepares specifications for major equipment purchases. Chairs monthly professional staff meetings, and serves on or chairs other library committees.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of library science principles and philosophy of service, procedures and technology.

Considerable knowledge of automation/computer systems and circulation systems.

Knowledge of governmental accounting principles and methods.

Ability to communicate effectively, both orally and in writing.

Ability to maintain effective working relationships with subordinates, colleagues, public officials and the public.

DESIRABLE TRAINING AND EXPERIENCE

Master's degree from an accredited Library and Information Science school and progressively responsible professional library experience, including supervisory or administrative experience; or any equivalent combination of training and experience.